

**EFFECTIVE**

February 1, 2012.

**Subject(s)**

1. BEM 100, Introduction.
2. BEM 400, Assets.
3. BEM 550, FAP Income Budgeting.

**1) BEM 100****Introduction**

Procedures to support electronic requests for exceptions in Bridges and via email were updated. Two mailboxes were added:

- DHS-FAP-Trusts\_Annuities.
- DHS-Policy-Recoupment-Data-Matches-Supplements.

*Reason:* Policy added for Bridges procedures.

**2) BEM 400****Assets**

Excluded vehicles must be licensed.

*Reason:* Policy correction.

**3) BEM 550****FAP Income Budgeting**

Bridges budgets **all earned and unearned income** of a person disqualified for a Drug-related felony 2nd offense.

*Reason:* Policy clarification

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items (content changes) ...**

**BEM 100**

**BEM 400**

**BEM 550**